

INSTRUCTIONS FOR CHANGE OF NAME OF AN ADULT

ALL FORMS MUST BE TYPEWRITTEN

These instructions are being provided as a public service of the Butler County Probate Court, and are intended as a guideline only. Depending on the circumstances of each case, additional steps may be required that are not listed below.

Please review the Change of Name packet, the clerks are not attorneys and therefore cannot answer legal questions or assist you in completing the forms or deciding which forms apply to your situation.

The documents that you file *must be typewritten, legible AND completed in their entirety.* (Forms on our web site may be filled in prior to printing). Illegible or incomplete documents may be refused for filing or if filed, could result in your application being denied, delayed or dismissed.

You **must** be a resident of Butler County for at least one (1) continuous year prior to the filing the Application. If you have not lived in Butler County for at least a year, your application will be dismissed and your filing fees will **not** be refunded.

Ohio law requires that all applications for change of name be published one (1) time in a newspaper of general circulation in Butler County Ohio at least thirty (30) days prior to the hearing date. Failure to publish the notice of hearing (form 21.5) at least thirty days prior will result in your name change being delayed and additional costs to you to re-publish.

A deposit of \$135.00 is required at the time of filing. Additional costs are required for the publication and are to be paid directly to Cox Publishing. Please confirm the amount with the clerk and Cox Publishing since filing fees may have changed subsequent to the publication of this instruction sheet. This fee must be paid in cash, check or money order. After the application is filed, your filing fees **will not** be refunded.

If you choose to submit a Change of Name you will need to complete forms:

- **Application for Change of Name of Adult (Form 21.0)**
 - When completing the application you must state your full legal name (first, middle and last) as it is now and the full name (first, middle and last) that you are requesting. Do not use initials.
 - You must complete the form in its entirety including initialing and signing in the appropriate areas. Failure to complete the form in its entirety will result in your application being denied, delayed, or returned without being filed.
 - Leave the case number and the Journal Entry Setting Hearing on page two blank, a deputy clerk will complete this information.
- **Notice of Hearing on Change of Name (Form 21.5)**
 - Complete the form leaving the hearing date and time blank. A clerk will schedule the hearing and complete that portion of the form.
 - See information below on publication of the notice.
- **Judgment Entry – Change of Name of Adult (Form 21.1)**
 - You must complete the form in its entirety except the Probate Judge and the Certificate of Judgment Entry.

LEGAL PRACTICE IN THE PROBATE COURT IS RESTRICTED BY LAW TO ATTORNEYS WHO ARE LICENSED BY THE SUPREME COURT OF OHIO. IF AN INDIVIDUAL WISHES TO HANDLE HIS OR HER OWN CASE, THAT PERSON MAY ATTEMPT TO DO SO, HOWEVER DUE TO THE COMPLEXITY OF THE LAW AND DESIRE TO AVOID COSTLY ERRORS, MOST INDIVIDUALS WHO HAVE MATTERS BEFORE THE COURT ARE REPRESENTED BY AN ATTORNEY.

IF YOU CHOOSE TO REPRESENT YOURSELF AND USE THE COURT'S FORMS, PLEASE BE ADVISED THAT STATE LAW PROHIBITS THE JUDGE, MAGISTRATE AND EMPLOYEES OF BUTLER COUNTY PROBATE COURT FROM PROVIDING YOU WITH LEGAL ADVICE OR ASSISTING YOU IN THE SELECTION OR PREPARATION OF LEGAL FORMS. IF YOU NEED ADDITIONAL ASSISTANCE YOU WILL NEED TO CONTACT AN ATTORNEY OF YOUR CHOOSING.

After completing the forms and obtaining any additional necessary documents mail or bring the completed forms, proof of identification and \$135.00 in cash, check, or money order to the Butler County Probate Court located on the Second Floor of the Historical Butler County Courthouse, 101 High Street Hamilton, OH 45011.

A Deputy Clerk will review the forms and if completed properly will assign a case number and file the documents. After being filed the clerk will schedule a hearing and return to you a file-stamped copy of the Notice of Hearing which you as the applicant will be required to publish in the newspaper.

Publication may be made in the Middletown Journal, Hamilton Journal News, or Today's Pulse Butler County Edition. The current cost to publish is \$45.00 and must be pre-paid directly to Cox Media Group prior to publication. You may submit the notice of hearing to Cox Media by email at swglegals@coxohio.com or by fax to 937.225.2043. For further information regarding publication or to confirm the cost to publish, please contact Cox Media directly at 937.225.7367.

Please bring the following documents to the hearing:

1. Certified copy of your original birth certificate and any amendments that have been made by Vital Statistics.

To obtain your birth certificate, complete the Ohio Department of Health form HEA 2709 (odh.ohio.gov) and mail the form and the fee to the address of Vital Statistics in Columbus, Ohio. Request the original and amendments, if you changed your name previously and sent the court order to the Ohio Department of Health Vital Statistics to have your birth certificate amended. There is no additional charge for requesting amendments with the original.

2. Marriage License / Divorce or Dissolution Orders

If you changed your surname on your birth certificate upon being married, bring a copy of your marriage license to the hearing.

If your surname was changed as part of a divorce or dissolution, bring the court order to the hearing.

3. Prior Name Change Orders

If your name was changed by another probate court, bring a certified copy of the order to the hearing. If your name was previously changed by this court you do not need to bring a certified copy of the order, we will look it up for you.

THE DOCUMENTS YOU BRING TO THE HEARING MUST SHOW HOW YOUR NAME HAS CHANGED FROM WHAT IT WAS ON YOUR ORIGINAL BIRTH CERTIFICATE TO WHAT YOU ARE STATING YOUR NAME IS, BEFORE BEING CHANGED, ON THE APPLICATION FOR CHANGE OF NAME OF ADULT.

After completion of the Name Change, if granted, the applicant will need to forward a certified copy of the Judgment Entry – Change of Name to:

Ohio Bureau of Vital Statistics
225 Neilston Street
P.O. Box 15098
Columbus, OH 43215

The Bureau of Vital Statistics will then issue a Certificate of Birth in the new name with a notation that there was a Name Change Proceeding. For questions on this procedure please call (614) 466-2531.

If you were born outside of Ohio, the applicant must send a certified copy of the Judgment Entry – Change of Name to the Bureau of Vital Statistics located in the birth state.